

# Amherst College Contact Sheet

## FCM office contact details and hours

269 Madison Avenue Suite 1  
New York, NY 10016

Hours: Monday — Friday  
9:00 AM — 5:30 PM ET

P: +1 215-253-7762  
P: +1 877 558 6491

E: [Amherst@us.fcm.travel](mailto:Amherst@us.fcm.travel)

## SAM Mobile App

FCM SAM Mobile offers travelers access to your travel itinerary, flight status notifications, airport guides, currency converter, weather forecasts and other features on your mobile device. Download in your app store under “FCM Mobile”. Your login info would be the same as the FCM portal.

## Leisure Travel

As a corporate client of FCM, you will have the option to utilize our leisure brand Travel Associates Concierge for personal use. Please register at the link below to receive our monthly newsletter consisting of the latest travel deals and specials.

You will receive **\$100** off your first vacation package of 5 nights or more.

[Click here to Register](#)

## Your dedicated travel team

Cathy Petkus  
Team Leader

John Babson  
Consultant

## After hours emergency service

Need assistance with your travel arrangements and our office is closed? Please contact our after hours emergency service team as follows:

P: +1 215-253-7762  
P: +1 877 558 6491

Executive code:  
3TIH

Note: After hours service is for urgent bookings/changes only. Additional service fees may apply.

## FCM Online Support

For technical assistance with the travel portal, please contact support.

H: 8:00 AM — 8:00 PM ET

T: +1 866 540 1205

E: [online@us.fcm.travel](mailto:online@us.fcm.travel)

## FCM Travel HUB

Please utilize the travel portal for up to date travel alerts, office info, Amherst travel info, obtain past invoices, etc.

The first time you login to the FCM HUB, you must create your travel profile.

In order to do this, login to the FCM HUB at [hub.fcm.travel/amherst](http://hub.fcm.travel/amherst) and follow these instructions:

- Click on “Forgot your Password”
- Enter your company email address under “username”
- You will then be sent a temporary password to login

Please call online support with any questions you might have.